

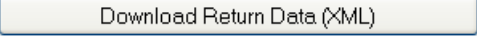
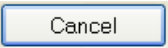


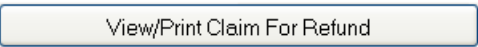
# Downloading 101

Use Internet Explorer as your web browser. Do not close your browser at any time during the downloading process.

## 1. Which returns do I want in a batch?

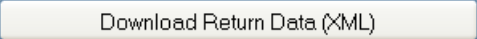
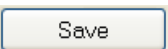


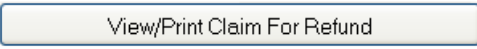
- a. Click the checkbox next to those returns. Click .

## 2a. Will I enter return information manually? (If no, see 2b below.)

- a. Click .
- b. When a new window appears, click . Do not click Open.
- c. Print batch summary .
- d. Print returns .
- e. Do I have negative returns in my batch? Click  to print the claims filled out by each taxpayer who files a negative return.

## 2b. Will I import return information into a collection system?

*Note: Amended returns and new registrations/change notifications should not be imported into your collection system unless advised otherwise by your collection system administrators.*

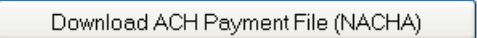
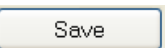
- a. Click .
- b. When a new window appears, click . Do not click Open.
- c. Save the return information to a location provided by your collection system administrators – follow any other specific guidelines they have provided (such as renaming the file, duplicating the file, or other).
- d. Print batch summary .
- e. If necessary, print returns .
- f. Do I have negative returns in my batch?  
Click  to print the claims filled out by each taxpayer who files a negative return.

## 3. When will I send my NACHA file to the bank?\* (If no NACHA file, see 5 below.)

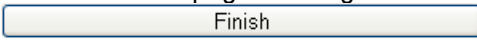
- a. Select the effective date. **Effective Date:** .

\*Contact your bank for information about which date you should select based on the bank's processing hours and choose accordingly. The effective date on the NACHA file must match the date the bank will process the file.

## 4. Do I have regular returns with ACH Debit payments in my batch? (If no, see 5 below.)

- a. Click .
- b. When a new window appears, click .
- c. Save the NACHA file to your NACHA folder or the location where you keep your NACHA files. Do not rename the file.

## 5. Have all the checkmarks on the page turned green? (If no, repeat the step next to the checkmark that is gray.)

- a. Click  to lock the batch and clear the returns from the Main Downloads table.

## 6. Have I uploaded the NACHA file to my online banking website?

- a. Follow the instructions provided by your bank to upload the NACHA file to their website.